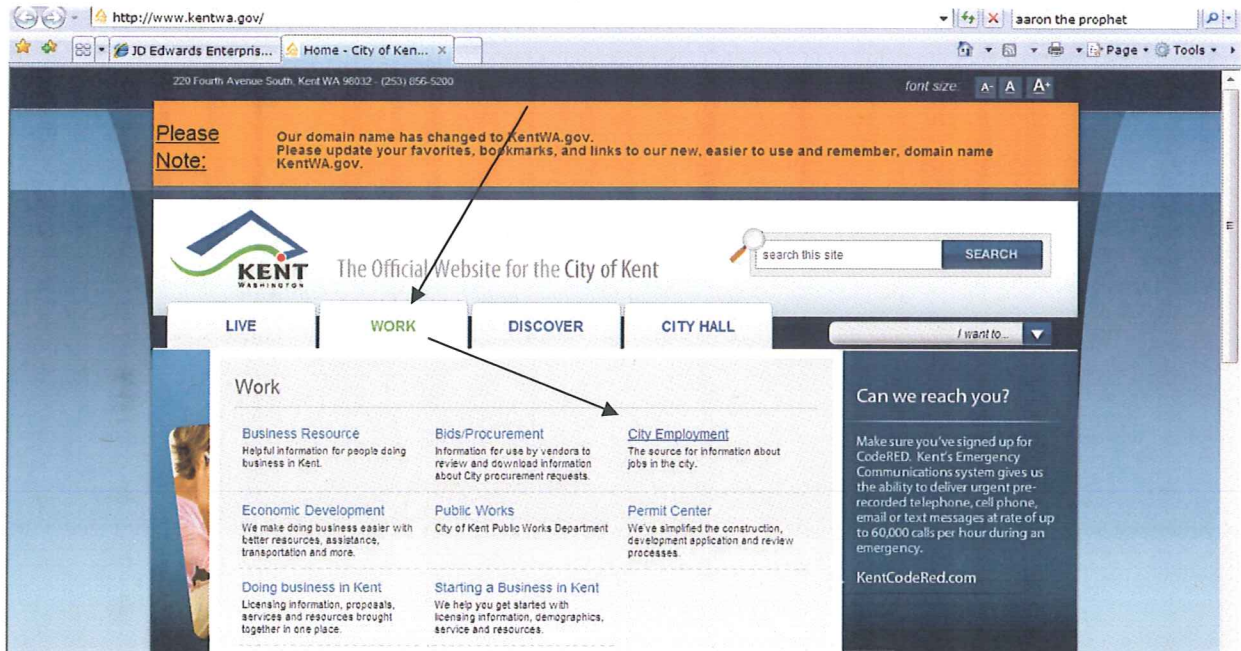


# ONLINE APPLICATION PROCESS: How to Apply

## Step 1:

Visit the City of Kent's website at [www.kentwa.gov](http://www.kentwa.gov) . Click on the '**WORK**' tab and then the link for 'City Employment' to view the City's current job openings.



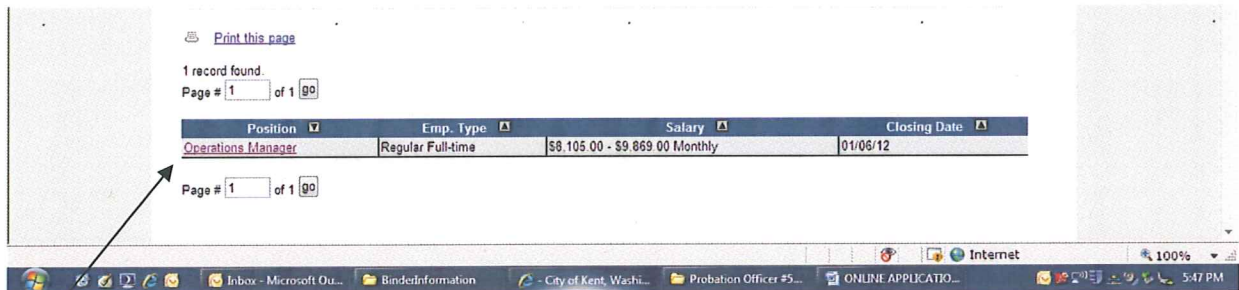
## Step 2:

Using the menu bar/navigation bar on the right side of the website, click on one of the three job opportunities links. You can choose from the following:

- Job Opportunities (*these are full-time and part-time positions **with benefits***)
- Internal Only Opportunities (*these are for current City of Kent employees only*)
- Seasonal, Temporary, and Volunteer Opportunities

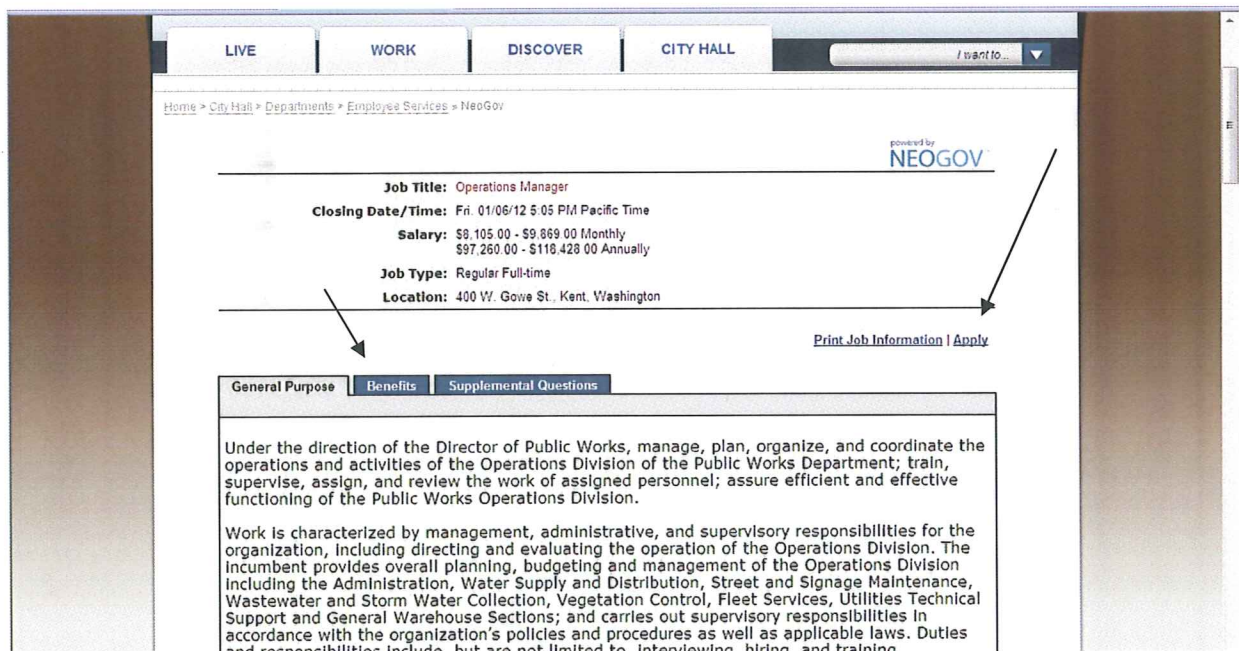
### Step 3:

Scroll down the page to view the current job openings. The positions will appear in a table-type format. To view the job announcement, simply click on the job title that you wish to learn more about.



### Step 4:

Click on the tabs to view the description of the position as well as any associated benefits (if applicable). If the hiring manager has specific questions that he/she would like answered on the application, those questions will appear on the 'Supplemental Questions' tab. Click on the 'Apply' link to apply for this position or click on the 'Print Job Information' link to print a copy of the job posting.



## Step 5:

Once you click on the 'Apply' link you will be directed to the Applicant Login webpage. The screen will prompt you to create an account with GovernmentJobs.com. Click on the "create an account" hyperlink to get started. If you already have a NEOGOV account with another employer, you can login using your existing username and password.

If this is your first time applying using NEOGOV/GovernmentJobs.com and you are creating an account, please note that you **must** have an e-mail address in order to sign up for an account. You can create a free e-mail address through AOL, gmail, hotmail, or yahoo.

**Be sure to write down your username and password as you will use this information in the future to log-in and view your application status.**

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:

Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here](#)

**Career Seeker Login Update:**  
In our ongoing effort to ensure a high-level of security to protect your personal information, we have made some changes to the password reset process. To use the password reset features, you must enter the email address you used on your account. An email will then be sent to this email address with a link to reset your password. In the event that you forget your login information and do not have an e-mail address on your account, or no longer have access to the email address used on your account, you will need to create a new account and application form. If you do not currently have an email address entered on your account, we strongly recommend you enter an email address to allow you to reset your password in the future. Please note that email accounts are available for free from many different providers (e.g. Gmail, Hotmail, and Yahoo).

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

powered by  
**NEOGOV**

*Please note: If you already have an account with NEOGOV (with another employer or with the City of Kent), the following screen will generate once you log-in with your username and password. Click on the link to apply for the job and follow the instructions to submit your application. **If you DO NOT have an account, please proceed to step 6.***

GovernmentJobs

[Home](#) | [Job Search](#) | [About Us](#) | [Help](#) | [Logout](#)

Welcome, Natalie Winecka

[Help](#)

[Logout](#)

[Main Menu](#)

[Search Jobs](#)

[Application Status](#)

[My Account](#)

[Create Application](#)

Applications You've Created:

Name	Date Created	Modify
Police Officer	Nov 14, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

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[About GovernmentJobs](#) | [Privacy Policy](#) | [Legal Terms](#)



### Step 6:

If you are creating an account, you will be directed to the '**Request New Job Seeker Account**' page. Type in the information that is requested in the required fields, such as First Name, Last Name, Email, etc and then click 'Save' to continue on to the application.

The screenshot shows a web form titled "Request New Job Seeker Account". At the top, there is a navigation bar with links: Home, Job Search, Career Seekers, About Us, and Employer Login. The form fields are as follows:

- \* First Name: Text input field
- Middle Initial: Text input field
- \* Last Name: Text input field
- Primary Phone: Text input field
- Alternate Phone: Text input field
- \* Email: Text input field
- \* Notification Preference: A dropdown menu currently showing "== Select ==". Below it, a small text says: "By which method would you prefer to be notified about application status, testing dates and examination results?"
- \* Address 1: Text input field
- Address 2: Text input field
- \* City: Text input field
- \* State: Text input field

### Step 7:

Create an application by clicking on the 'Create Application' button in the middle of the screen. **Please be aware that you can create multiple applications. This allows you the flexibility to customize your application for a particular position and then save that application for future use.**

The screenshot shows a user dashboard for "Natalie Winecka". At the top, there is a navigation bar with links: Home, Job Search, About Us, Help, and Logout. Below the navigation bar, there is a "Main Menu" section with links: Main Menu, Search Jobs, Application Status, and My Account. A message says: "To apply for the position of Human Resources Manager- Labor click here." Below this message is a "Create Application" button. A table titled "Applications You've Created:" shows one application:

Name	Date Created	Modify
Police Officer	Nov 14, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

Below the table, there is a tip: "Tip: You do NOT need to recreate a new application every time you're applying for a position." At the bottom, there is a footer with links: About GovernmentJobs, Privacy Policy, and Legal Terms. Copyright © 2000-2011 GovernmentJobs. All rights reserved.

### Step 8:

The system will ask you to build a new application (Figure 8.1). You can name your application, i.e. general application, public safety application, and so on so that you can easily reuse them for various positions with similar requirements. **Please note the 'Application Process Steps' bar across the top of the screen. This bar indicates where you are in the application process (see Figure 8.2).**

Figure 8.1

**Build New Application**

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like Educational Application or Accounting Application.

Application Name (for your own reference):

Create Application

Tip: You can reuse this application to apply for as many positions as you'd like. You do NOT need to recreate a new application every time you're applying for a position.

Main Menu | Search Jobs | Application Status | My Account | Logout

Figure 8.2

Human Resources Manager- Labor - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

### Step 9:

The first step in creating your application is entering your contact information. Click the 'Save and View Application' button when you have entered the requested information. **If at any time you haven't entered something that is required, a dialog box will appear that will direct you to where you need to make adjustments/add information to your application. Remember to save what you have entered into the system.**

Home | Job Search | About Us | Help | Logout

Welcome, Applicant Name

Help | Logout

Main Menu | Search Jobs | Application Status | My Account

Human Resources Manager- Labor - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

Job Application > Profile

Cancel Save & View Application

Contact Information

\* First Name Applicant

Middle Initial

\* Last Name Name

Primary Phone

Alternate Phone

### **Step 10:**

Proceed by filling out the remaining sections of the application. If you want to add education or work experience, click on the links to the right in those sections labeled 'Add Education' and/or 'Add Experience'. **Make sure that your application is complete and thorough; incomplete applications will not be considered.** You can also add the following in the corresponding sections of the application:

- Certificates/Licenses
- Skills
- Additional information (honors, awards, professional associations/memberships, etc.)
- References
- Resume, Cover Letter, and other attachments

<b>Contact Information</b>		<a href="#">Edit Contact Information</a>
Name:	Applicant Name	Address:
		220 4th Ave. S. Kent, Washington 98032
		<a href="mailto:jobs@kentwa.gov">jobs@kentwa.gov</a>
Home Phone:		Email:
Former Last Name:		Notification Preference:
		Alternate Phone:
		Month and Day of Birth:
<b>Personal Information</b>		<a href="#">Edit Personal Information</a>
Driver's License:	No	
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Bachelor's Degree	
<b>Preferences</b>		<a href="#">Edit Preferences</a>
Preferred Salary:		
Are you willing to relocate?		
Types of positions you will accept:		
Types of work you will accept:		
Types of shifts you will accept:		
Objective		
<b>Education</b>		<a href="#">Add Education</a>
<b>Work Experience</b>		<a href="#">Add Work Experience</a>
<b>Certificates and Licenses</b>		<a href="#">Add Certificates or Licenses</a>
<b>Skills</b>		<a href="#">Add Skills</a>
Office Skills		<a href="#">Edit</a>
Typing: 0		
Date Entry: 0		
<b>Additional Information</b>		<a href="#">Add Additional Information</a>
<b>References</b>		<a href="#">Add Reference</a>
<b>Resume</b>		<a href="#">Edit Resume</a>

### **Step 11:**

Click on the 'Add Attachments' link to upload and attach documents to your application. This is where you would attach your cover letter, resume, work samples, etc. (Figure 11.1). Once you click on the 'Add Attachments' link, you will have the opportunity to upload multiple attachments (Figure 11.2).

***Note: Most file formats are accepted (PDF, Word, Excel) with the exception of Word Perfect (.wp) files. PDF files are what we recommend.***

**Tip: Make sure that you are aware of the application requirements as specified in the job posting. For instance, if cover letters and resumes are required make sure you add them as an attachment (or as text using the copy & paste feature in Word). Have the pertinent information for filling in the various portions of the application at the ready so that you can easily complete the application.**

If at any time you need to step away from filling out the application, you may click 'Save and View Application' and your changes will be saved allowing you to return to and finish the application later. Save frequently as you will be timed out of your session after 30 minutes of inactivity.

Figure 11.1

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)

Text Resume

Attachments [Add Attachment\(s\)](#)

[Go to Confirm Application](#)

Figure 11.2

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

[Human Resources Manager- Labor](#) - Application process steps:

① >>>> ② >>>> ③ >>>> ④

[Job Application](#) [Agency-wide Questions](#) [Confirm Application](#) [Certify & Submit](#)

**Job Application >> Review**

\* Required Field

\* **File Description**

\* **Attachment Type**

\* **File**  [Browse...](#)

[Attach another file](#)

[Upload](#)

\* Required Field

Click here to add another attachment.



### Step 12:

Once you have filled out all of the sections of the application, you will be directed to the **Agency-wide questions**. These questions, some of which are required and some of which are optional, provide us with information for reporting purposes. If you have filled these questions out before, you can click on the 'Populate' box and your responses from the last time you filled out the application will auto-populate.

The screenshot shows the 'Agency-wide Questions' section of an application form. At the top, there is a navigation bar with links: 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below this, a progress indicator shows four steps: 1. Job Application, 2. Agency-wide Questions (current step), 3. Confirm Application, and 4. Certify & Submit. The 'Agency-wide Questions' section is titled 'Agency-wide Questions' with a '\* Required Field' note. It contains the following text: 'You have already answered some or all of the supplemental questions on one of your previous applications. To have the form automatically populated with your most recent responses, click the **Populate** button. You will still be able to modify your answers if necessary.' Below this is an important note: 'IMPORTANT: After clicking the \'Populate\' button you must still click one of the \'Save\' buttons at the bottom of this form in order to save your answers.' Another note states: 'If you need more than 30 minutes to complete this section click the \'Save Work in Progress\' button occasionally to save your work. Typing does not extend your session. All questions marked \'Required\' need to be answered in order to submit the application. Note: DO NOT use HTML tags in your answers.' The purpose of the questions is explained: 'The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.' The first question is '1. What is your gender?' with radio button options for 'Male' and 'Female' (selected). The second question is '2. What is your ethnicity?' with radio button options for 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Hispanic or Latino', and 'Native Hawaiian or Other Pacific Islander'.

If there are supplemental questions associated with the position, those questions will appear after the agency-wide questions. When you have finished answering all of the applicable questions, you have the option of saving your work and continuing on with the application ('Save and Proceed') or you can save your work and come back to finish the application at a later date ('Save Work in Progress').



### Step 13:

Review your application carefully for completeness as well as accuracy. If you elect to not fill in any education and/or experience, the system will verify that you don't want to include that information and you will have to initial that you want to move forward without it.

Home | Job Search | About Us | Help | Logout

Welcome, Applicant Name [Help](#) [Logout](#)

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [My Account](#)

Human Resources Manager- Labor - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

Confirm Application

**WARNING!** You have not completed the Education History and Work Experience sections! If you want to continue with your application anyway, click the "Continue" button below. If you want to go back and review your application, click the "Go Back" button below.

If you choose the 'Continue' button, you **must** check the boxes and enter your initials below to confirm that you are aware that you are submitting your application without education history and work experience. You cannot continue unless both boxes are checked and you have entered your initials in both spaces below.

☐ Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO EDUCATION HISTORY**. If you wish to add education history, click the 'Go Back' button now and enter your education history.

Enter your initials here:

☐ Check the box to the left and enter your initials below to **CONFIRM** that you are submitting this application with **NO WORK EXPERIENCE**. If you wish to add a work experience, click the 'Go Back' button now and enter your work experience.

Enter your initials here:

[Go Back](#) [Continue](#)

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [My Account](#) | [Logout](#)

When you are ready to confirm your application and submit it, click on the 'Confirm Application' button. **Please note that once you submit your application for a position you will NOT be able to make any changes to that specific application.**

Welcome, Applicant Name [Help](#) [Logout](#)

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Human Resources Manager- Labor - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Confirm Application 4 Certify & Submit

Confirm Application

Please review the application you're about to send for the position of **Human Resources Manager- Labor**. If you need to modify any parts of your application, just click the "Edit" button next to the section you wish to modify. Once you've reviewed the application click the "Confirm Application" button to proceed to the final "Certify & Submit" step.

[Confirm Application](#)

**Contact Information** [Edit Contact Information](#)

Name:	Applicant Name	Address:	220 4th Ave. S. Kent, Washington 98032
		Email:	<a href="mailto:jobtr@kentwa.gov">jobtr@kentwa.gov</a>
		Notification Preference:	Email

### Step 15:

Next you will need to read the terms of certifying and submitting your application. If you accept the terms as outlined, press the 'Accept' button and your application will be submitted to the Employee Services department.


Welcome, Applicant Name [Help](#) [Logout](#)

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Human Resources Manager- Labor - Application process steps:

1 [Job Application](#) 2 [Agency-wide Questions](#) 3 [Confirm Application](#) 4 [Certify & Submit](#)

**Certify & Submit**

 By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of City of Kent and will not be returned. I understand City of Kent may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

### Step 16:

Once you submit your application, a confirmation screen will generate. If you'd like to print out a copy of your application, click on the link that states 'Click here for a printable version of the application...'

Welcome, Applicant Name [Help](#) [Logout](#)

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

Application for Human Resources Manager- Labor is complete. [Click here for a printable version of the application you just submitted](#)

**Confirmation**

 Dear Applicant Name

Thank you for applying for a position with the City of Kent. We have received your application and you will receive instructions by email and/or mail as to the next step in the process. The selection process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination. Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

If you'd like to apply for another position, return to the employment opportunities page and select the position from the table of open positions. Once you have submitted your application(s) you can check your status by clicking on the 'Application Status' link at the top of the page and it will show you where you are with all of your pending applications.

Welcome, Applicant Name [Help](#) [Logout](#)

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

**Positions You've Applied For**

You have applied for 5 positions.

Job Title	Organization	Applied	View App.	Status	Schedule
Human Resources Manager- Labor	City of Kent, WA	12/12/11 12:04P Pacific Time	<a href="#">View</a>	Application Received	
Maintenance Worker 4	City of Kent, WA	11/17/11 2:26P Pacific Time	<a href="#">View</a>	Screening for Minimum Quals	
Human Resources Manager- Labor	City of Kent, WA	11/15/11 11:52A Pacific Time	<a href="#">View</a>	Application Received	
Network Specialist	City of Kent, WA	11/14/11 12:58P Pacific Time	<a href="#">View</a>	Application Received	
Police Officer	City of Kent, WA	11/14/11 11:51A Pacific Time	<a href="#">View</a>	Conducting Interviews	